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## Social Services Director II, (Westmoreland)

### Position Information

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<b>Working Title</b>	Social Services Director II, (Westmoreland)
<b>Role Title</b>	Local-Classified
<b>Job Open Date</b>	09/01/2022
<b>Job Close Date</b>	09/22/2022
<b>Open Until Filled</b>	No
<b>Is this position funded in whole or in part by the American Recovery &amp; Reinvestment Act (Stimulus Package)?</b>	No
<b>Hiring Range</b>	\$ 52,758- \$ 95,000 ( salary commensurate with experience)
<b>Agency</b>	Dept of Social Services - Local (765-01)
<b>Agency Website</b>	<a href="https://virginiajobs.peopleadmin.com/postings/search">https://virginiajobs.peopleadmin.com/postings/search</a>
<b>Location</b>	Westmoreland - 193
<b>Sublocation</b>	
<b>Position Number</b>	L0001
<b>Job Posting Number</b>	1105521
<b>Type of Recruitment</b>	General Public - G
<b>Does this position have telework options?</b>	Yes

**Bilingual/Multilingual Skill Requirement/Preference**

No

**Job Type**

Full-Time (Salaried)

**Job Type Detail**

Full-Time Salaried - Non-Faculty- FTS-1

**Pay Band**

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**Job Description**

The Westmoreland Department of Social Services Board is seeking an experienced, passionate human services official/administrator to lead a small social services department located in beautiful Montross, VA. Westmoreland County is situated on the Northern Neck Peninsula in the Chesapeake Bay region of Virginia. It's a well-known resort area offering several sandy beaches, a fishing pier, camp sites, and a State Park along the banks of the Potomac. There are many historical attractions in the county which include George Washington's Birthplace National Monument and the ancestral home of Robert E. Lee, Stratford Hall. Five Civil War battlefield parks and other homes associated with George Washington dot the landscape and nearby Mary Washington College has a cultural center offering concerts and theater productions open to the public.

The Director of Social Services is responsible for the operations of the federal and state mandated programs according to federal and state legislation, rules, and local policies. Responsible for all social service and financial program areas in a moderate size office with varied and complex programs and for supervising managers. Establishes policies and procedures for the program operations to include ensuring compliance with all federal, state, and local policy and regulations. Reviews and evaluates changes in federal and state laws or regulations that will impact the delivery of services. Builds and maintains effective relationships at the state and local level. Plans, directs, supervises, and coordinates the workload of professional and administrative staff. Responsible for recruiting, interviewing, and selecting applicants for vacant or temporary positions. Strong personnel administration skills are a major desirable skill for the new director. Works closely with the team managers consisting of Administration, Benefits Eligibility, and Family Services to effectively make recommendations for hiring, promotions, transfers, or disciplinary actions. Manages and supervises employees to

ensure highest level of quality services to customers. Formulates and justifies the department's annual budget and ensures budget is administered within local and state guidelines. Ensures appropriate practices are followed in receiving federal and state funding and reimbursements. Represents the department on various committees, government agencies, and community groups. Attends County Board of Supervisors meetings and provides input when needed. Supervises and mentors three team supervisors and must be available for consultation after hours. Assists with disaster services, particularly emergency shelter staffing, community outreach, and other emergency services in an event of a disaster.

### **Minimum Qualifications**

Considerable knowledge of: the current social, economic, and health issues relating to clients in jurisdiction; Social Security Act; laws and regulations on administration of welfare services; social services offered in the county; available public and private resources and services for the needy; social work case load management; methods and techniques of counseling with clients; literature, trends and developments in the field of human services administration; and basic principles of community organization and supervision.

Comprehensive knowledge of: management practices and principles of supervision; business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources; principles and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information systems; program planning, fiscal management and program funding sources; organization and structure of local, State and Federal government, and volunteer agencies, particularly regarding human services; and research methods and statistical analysis.

Skill in operating office equipment including the personal computer and related equipment.

Demonstrated ability to: work effectively with others; communicate effectively both orally and in writing with diverse group of persons; conduct research; plan and direct social services programs of varied natures; interpret and implement policies and regulations and enforce Local, State,

Federal laws, ordinances, rules and regulations; supervise the work of division managers that supervise multiple program and administrative supervisors; mobilize community support and generate community awareness of programs offered in the county; establish and implement effective management and administrative programs and procedures; represent the agency before the Boards or Councils; provide reasoning and application of logical thinking for problem solving; provide leadership in system designs, personnel management, and budget formulation; negotiate contracts to support program and policy objectives; and analyze, initiate, concentrate and be creative with ingenuity.

Must have and maintain a valid Virginia Driver's License or obtain one within 90 days.

### **Preferred Qualifications**

Master's degree in human services field, a behavioral science, counseling, business or public administration or related field supplemented with professional experience in social work or other human services field with considerable supervisory or other management work experience OR any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Considerable progressive Social Services experience to include a supervisory/management role.

Completion of State mandated training required to perform social work or eligibility programs.

Ability to use technology applications pertinent to the department's operations and management systems.

### **Special Requirements**

Acceptable background checks and valid driver's license allowing operation of a motor vehicle in the State of Virginia is required. Applicants may be subject to a Criminal History Background search, Central Registry search, DMV/driving record check, and/or pre-employment drug screen. This investigation may include: fingerprint checks (State Police, FBI), local agency checks, employment verification and references, verification of education (relevant to employment), credit checks (relevant to employment) and other checks requested by the hiring authority. This position is covered under Code of Virginia §63.2-1601.1 or §63.2-1720 requiring the finalist candidate to submit to fingerprinting and provide personal descriptive information for a criminal history record check through the Central

Criminal Records Exchange and a search of the Central Registry All offers are contingent upon satisfactory results of the required checks and screenings. Driving record must meet local agency policy requirements. Employee must be willing to work in a local emergency shelter in the event of a natural disaster or emergency.

**Special Instructions to Applicants**

Applications for this position must be submitted electronically through this website. Mailed, e-mailed, faxed or hand delivered applications will not be accepted. This website will provide a confirmation receipt when the application is submitted for consideration. Consideration for an interview is based solely on the information within the application and/or resume. Please refer to your RMS account for the status of your application and this position.

**Contact Information**

<b>Name</b>	Norm Risavi, County Administrator
<b>Phone</b>	804-493-0130
<b>Fax</b>	No faxed applications will be accepted
<b>Email</b>	No e-mailed applications will be accepted
<b>Address</b>	111 Polk Street Montross, VA 22520

## Posting Specific Questions

Required fields are indicated with an asterisk (\*).

1. \* Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only);
  - Yes
  - No
  - Not Applicable
2. \* Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only)
  - Yes
  - No
  - Not Applicable
3. \* How did you find this employment opportunity?
  - State Recruitment Management System (RMS)
  - Agency Website or Bulletin Board
  - Job Board (Indeed, Monster, Dice, etc.)
  - Social Media (Twitter, Facebook, LinkedIn, etc.)
  - Newspaper or Professional Journal (Please specify below)
  - Career Fair or Job Event (Please specify below)
  - VEC (Virginia Employment Commission)
  - Radio/TV (Please specify below)
  - Other (Please specify below)
4. \* Please specify the actual source from your response to question #4 above (Name of newspaper, Journal Title, Job Board, Career Fair, Agency Website, Social Media Type, etc.) If unknown or none, enter: N/A.

(Open Ended Question)